

C. I. G. Administrative Instructions: [REDACTED]

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UNCLASSIFIED

1 of 6

STATINTL

CENTRAL INTELLIGENCE AGENCY  
Washington, D. C.*Spec Ind*  
*Then*  
*Circulate*

## ADMINISTRATIVE INSTRUCTION

20 February 1947

STATINTL

NUMBER

SUBJECT: Personnel Relations Policies

*Approved 3/25/47*EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED1. GENERAL

a. It is the policy of the Central Intelligence Group to develop and maintain good employee relations as an important and necessary part of its personnel program. The Personnel Division, Personnel and Administrative Branch, is charged with the responsibility of promoting good relationships among the operating officials and the employees of CIG. As a part of management, the Personnel Division is vitally concerned with the development of constructive day to day work relationships to the end that such working conditions and relationships will enhance morale and efficiency.

b. CIG is required by law to apply the uniform efficiency rating system as the method of evaluating civilian employees' performance in carrying out assigned tasks. The Director of Central Intelligence is required by the Classification Act of 1923, as amended, to rate the efficiency of each employee who is subject to the rating system. The Director has delegated to the Chief, Personnel Division, the responsibility for administering the efficiency rating program in CIG. It is the direct responsibility of every representative of management in CIG to apply the principles of the efficiency rating system, as an aid to good management, not once a year, but throughout the entire year as provided for in Civil Service Commission Regulations and in accordance with future directives to be issued by CIG.

c. It is the responsibility of the Personnel Division to advise on grievance matters, complaints and related problems, and to assist in developing and assembling information necessary to equitably resolve any given problem.

d. A specialized service is available to the employees of CIG in other fields such as housing, financial matters, group hospitalization, income tax assistance, and other welfare activities.

STATINTL

(164)

RENUMBERED PER CIA GENERAL ORDER

EFFECTIVE 30 JUNE 1947 CIG MEMORANDA WILL REMAIN IN FORCE UNTIL CANCELLED OR SUPERSEDED

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## 2. FUNCTIONS OF THE PERSONNEL RELATIONS SECTION

It is the specific responsibility of the Personnel Relations Section of the Personnel Division to:

a. Advise and assist management in the formulation and application of policies designed to improve and maintain good working relationships.

b. Encourage and promote the establishment and use of definite means of communication and channels of information between management and other employees.

c. Establish efficiency rating policies in CIC within the framework of the uniform and compulsory efficiency rating system promulgated by the Civil Service Commission, and to insure that Efficiency Rating Committees are established and that they carry out their responsibilities in an equitable manner.

d. Encourage administrative and supervisory officials in the development of performance and "job" requirements and to coordinate the efficiency rating program with all other personnel activities.

e. Advise Efficiency Rating Committees regarding proper procedures and regulations, and to administer appellant procedures, both administrative and statutory.

f. Render assistance to employees as needed, including counselling, interim and pre-exit or exit interviews.

g. Act in a staff and advisory capacity to management and employees in the handling and disposition of grievances, complaints, and related problems.

h. Aid management in developing and maintaining harmonious relationships with employee groups and organizations.

i. Conduct special studies on matters of discipline, grievances, absenteeism, and other problems, and to recommend and advise on remedial programs or measures where needed.

j. Be responsible for the Group Hospitalization Program within CIC, and furnish advice and assistance to sub-treasurers throughout the agency.

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3. FUTURE INFORMATION

The above statements constitute the general functions and responsibilities of the Personnel Relations Section, Personnel Division. Additional information concerning specific phases of the Program involving procedure, forms, and the relation of the Program to operating officials, management, and individual employees, will be developed from time to time and will be made available to all employees of CIG.

4. ASSISTANCE AND INFORMATION

Requests for assistance or information regarding the policies or programs described herein should be directed to the Chief, Personnel Relations Section, Personnel Division, in Room 118, North Building, or by telephone on CIG Extension 2648.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

  
Executive for Personnel  
and Administration

STATINTL

Attachments - None

Distribution - A

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CENTRAL INTELLIGENCE GROUP

Washington, D. C.

20 February 1947 STATINTL

MEMORANDUM

NUMBER [REDACTED] Renumbered Adm. Instruc. [REDACTED]

9/26/47)

STATINTL

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EFFECTIVE UNTIL 30 JUNE 1947 UNLESS SOONER RESCINDED

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2. FUNCTIONS OF THE PERSONNEL RELATIONS SECTION

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- b. Encourage and promote the establishment and use of definite means of communication and channels of information between management and other employees.
- c. Establish efficiency rating policies in CIG within the framework of the uniform and compulsory efficiency rating system promulgated by the Civil Service Commission, and to insure that Efficiency Rating Committees are established and that they carry out their responsibilities in an equitable manner.
- d. Encourage administrative and supervisory officials in the development of performance and "job" requirements and to coordinate the efficiency rating program with all other personnel activities.
- e. Advise Efficiency Rating Committees regarding proper procedures and regulations, and to administer appellant procedures, both administrative and statutory.
- f. Render assistance to employees as needed, including counselling, interim and pre-exit or exit interviews.
- g. Act in a staff and advisory capacity to management and employees in the handling and disposition of grievances, complaints, and related problems.
- h. Aid management in developing and maintaining harmonious relationships with employee groups and organizations.
- i. Conduct special studies on matters of discipline, grievances, absenteeism, and other problems, and to recommend and advise on remedial programs or measures where needed.
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FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Executive for Personnel  
and Administration

Attachments - None

Distribution - A

(184)